

## **Meghalaya IT Agencies Incentives Scheme - 2012**

### **Objective:**

The main objective of the scheme is to promote all types of projects/activities related to Information Technology so as to attain all round development and growth in the State of Meghalaya. The scheme also aims to motivate eligible agencies to adopt ICT tools and applications for enhancing their production & business efficiencies, with a view to improve their competitiveness in the market.

### **Commencement & Duration:**

The scheme will be implemented during the current Financial Year.

### **Applicability:**

Unless otherwise specified, all eligible IT agencies or ventures established after **1<sup>st</sup> April 2004**, that falls under the list below and located anywhere in Meghalaya, whose business activities fall under the list of Eligible Business Activities will be eligible for the Meghalaya IT Agencies Incentives Scheme - 2012.

### **Eligible Entities:**

- 1) Non Governmental Organisations, registered in Meghalaya.
- 2) Co-operative Societies registered with registrar of Co-operative Societies, Meghalaya.
- 3) Proprietorship Company and Partnership firms registered under the Companies Act, 1956, established and working in Meghalaya.

### **Eligible Business Activities:**

- 1) Software Consultancy & Supply.
- 2) Hardware Consultancy & Supply.
- 3) Software development & Servicing.
- 4) Computerised Design & Drafting.
- 5) Data Processing & Database Activities.
- 6) Repair of office, computing and accounting machinery.
- 7) Web Hosting, design and related activities.
- 8) IT Projects Consulting.
- 9) Off Shore IT facilities management.
- 10) BPOs and KPO services etc.

### **Extent of Admissible Incentives/Subsidy:**

The Scheme will have two components:

- **Capital Investment Subsidy** : Capital Investment Subsidy up to 20% of the Capital Investment in setting up of IT Business subject to a ceiling of Rs. 2 lakhs.
- **Local Employment Subsidy**: Up to 20% of one year wage bill for local employees subject to a ceiling of Rs 2 lakhs.

### **Proposed Operational Guidelines & Procedures For Availing The Schemes:**

- All existing and new IT/ IT enabled ventures/entities should get themselves registered with the State IT Department, GoM. The form for registration would be **Form-1**. The same can be downloaded from the IT Department website (<http://ditmeghalaya.gov.in/>) and submit the same by email to **dit-meg@nic.in** or it can also be submitted to the Office of Information Technology Department, NIC Building, Ground Floor, Shillong-793001 latest by **25<sup>th</sup> September, 2012**.
- The Registration Certificate would be issued within 30 days of the receipt of Application Form, complete in all respects.
- The designated nodal officers from IT department may visit the location of the unit to physically verify all relevant details of the Agencies.
- No registration would be granted for incomplete information/documents.
- For availing of Incentives & Subsidies under this scheme, the Registered Agencies (register under IT Department – **Form-1** above) should apply for the scheme using prescribed Application Form (**Form-2**) {to be advertised shortly} along with all required supporting documents.
- The Nominated officer will ensure that the claim Application Form for subsidies is complete in all respects and accompanied by all the documents required as per the respective check lists appended therewith.
- All shortlisted and eligible applications will be put up to the State Level Apex Committee for final Approval.
- The quantum of subsidy payable to the applicant entity would be worked out / calculated on the eligible criterion and the supporting documents/physical verification. The decision of the committee will be final.

**FORM – 1**

**FORM FOR REGISTRATION OF IT RELATED AGENCY WITH INFORMATION TECNOLOGY DEPARTMENT  
GOVERNMENT OF MEGHALAYA**

<b>1</b>	<b>NAME OF THE AGENCY</b>	
<b>2</b>	<b>COMPLETE ADDRESS</b>	
	<b>PIN CODE</b>	
	<b>DISTRICT</b>	
	<b>TELEPHONE NO</b>	
	<b>EMAIL ID</b>	
<b>3</b>	<b>CONSTITUTION OF THE AGENCY (PLEASE SPECIFY WHETHER NGO / PROPRIETORIAL / PARTNERSHIP / PRIVATE LIMITED / LIMITED COMPANY / COOPERATIVE SOCIETY)</b>	
<b>4</b>	<b>REGISTRATION NUMBER ( If any)</b>	
<b>5</b>	<b>NAME/S, ADDRESS(ES) OF THE PROPRIETOR / PARTNERS / DIRECTORS OF BOARD OF DIRECTORS / SECRETARY AND PRESIDENT OF THE COOPERATIVE SOCIETY (PLEASE ATTACH SEPARATE SHEET, IF NECESSARY)</b>	
<b>6</b>	<b>DATE OF ESTABLISHMENT</b>	
<b>7</b>	<b>DETAILS OF TYPE OF IT ACTIVITY / BUSINESS OF THE AGENCIES (PLEASE ATTACH SEPARATE SHEET, IF REQUIRED)</b>	

**Declaration**

I / We..... hereby apply for registration with IT Department and I/We solemnly declare that the information furnished in this application is correct and true to the best of my/our knowledge and belief.